



Board Approved 6-11-18

Oak Park River Forest Museum

FACILITY RENTAL POLICY

Oak Park River Forest Museum is now available for rentals. Rentals help support the Museum, a not-for-profit organization operated by the Historical Society of Oak Park and River Forest that receives no government funding.

Located in a designated Oak Park Landmark—the 1898 Cicero Fire House No. 2—at 129 Lake Street in Oak Park, the Oak Park River Forest Museum has exhibit galleries, a research center, offices, and storage for the collections of The Historical Society of Oak Park and River Forest. The facility has undergone a \$1 million renovation with private funding, making it a unique venue for special events.

The first floor, **which is fully accessible**, features original wood floors, walls and ceilings, reproduction light fixtures, and exhibits about Oak Park and River Forest. The second floor, **which is currently reached only by climbing a flight of stairs**, includes a kitchenette with refrigerator and microwave, a carpeted meeting room, and exhibits on the community’s history. Two firepole holes act as skylights between the two floors.

All rentals include 75 chairs, a podium, limited AV equipment, use of refrigerator and microwave, and use of the facility’s two restrooms (one on each floor; **both are unisex with accessible fixtures**). Two 4-ft. folding tables are also available for use during rental events. The Museum does not have storage space for early delivery of property and does not provide assistance in carrying supplies.

Rental activities are secondary to the Museum’s regular public hours of operation, currently Wednesdays through Saturdays between 1 p.m. and 5 p.m. Due to the ongoing exhibits and other museum activities, the space is best suited to small gatherings that would be enhanced in a unique historic structure. These include mixers, reunions, small cocktail parties, or milestone birthday parties that do not require a sit-down dinner, dancing, or similar entertainment.

No more than 100 guests may be allowed at any rental event. Rentals are subject to the approval of the Executive Director. Permission to use the museum for an event does not constitute an endorsement of the rental group’s policies or beliefs.

PRICING

The Oak Park River Forest Museum is a not-for-profit organization with a very small staff. We take pride in operating without tax-dollars. Rental fees assist with operating upkeep.

Daytime meetings and seminars	\$75 per hour for not-for-profit organizations and current (within the past year) donors of \$500 or more \$100 per hour all others
Evening meetings and parties (After 4 p.m.)	\$100 per hour for not-for-profit organizations and current (within the past year) donors of \$500 or more \$150 per hour all others
Minimum two-hour rental (includes set-up prior to and clean-up after event).	

Events at which food or beverages are served will be assessed a \$100 cleaning fee; all other events will be assessed a \$25 cleaning fee.

A \$100 security deposit will be due when the contract is signed to reserve date. The money will be applied to rental fee and will be refunded upon cancellation with notice more than 30 days before event. The balance of the rental fee is due one (1) week in advance of the event.

CATERING, DECORATIONS, ENTERTAINMENT

Caterers and bartenders must be licensed by the Village of Oak Park and/or on an approved list maintained by Oak Park River Forest Museum. Vendors must name the museum as additional insured on certificate of liability, and provide a copy of it prior to the rental date. No direct sales of liquor are permitted at any event. If alcohol is served to guests at an event, food must also be available. No candles or open flames, glitter or confetti may be used during events. The Oak Park River Forest Museum is a nonsmoking facility.

The outside brick plaza may be used for events provided no alcohol is served or consumed outside. Renters must conform with all applicable village ordinances, including parking and noise limits.

All music, entertainment, and outside equipment must be discussed and approved by the Executive Director of the Oak Park River Forest Museum. No signs, decorations, or other materials may be attached to the walls, windows, or ceiling without permission.

Any costs associated with rentals other than the use of the space as described above are the responsibility of the renter.

SECURITY

The person who makes the application for the outside group must be present at the event.

The Museum will provide one staff member or volunteer to attend the event, answer questions, and assist as needed. This person is not available to serve food, move chairs, or do any other work associated with the rental event. This designated Museum representative has the final word during an event, and is the only individual authorized to make any technical or thermostat adjustments.

If a security guard is required by Oak Park River Forest Museum for a particular event, the renter will be responsible for that cost.



THE HISTORICAL SOCIETY OF
OAK PARK & RIVER FOREST

Oak Park River Forest Museum

129 Lake Street, Oak Park, IL 60302 • 708-848-6755 • www.oprfmuseum.org

FACILITY RENTAL AGREEMENT

APPLICATION MUST BE SUBMITTED NO LESS THAN TWO WEEKS BEFORE REQUESTED RENTAL. A \$100 SECURITY DEPOSIT MUST BE SUBMITTED WITH APPLICATION TO HOLD THE DATE. REMAINDER OF RENTAL FEE DUE ONE WEEK IN ADVANCE OF EVENT.

Date(s) of Rental: _____

Time Setup Starts _____ Event Duration _____ Take Down & Clean Up Ends _____

Organization: _____

Name of Individual Responsible for Rental: _____

Address to send Confirmation: _____

Phone: _____ e-mail: _____

Type/Purpose of Event: _____

Event is: Open to the Public By Invite Only

Expected Attendance: _____

Is the event a fundraiser or for political or religious purposes? Please explain _____

Will Refreshments Be Served? Yes No

Who Will Provide Refreshments? _____

(See approved list of caterers. Caterers not on list are subject to review prior to acceptance of the contract.)

Will Alcohol be Served? Yes No (if alcohol is served, food must be served. If caterer is not on the approved list, a dram license must be obtained; please attach copy of license.)

Outside Rental Equipment Yes No

Decorations? _____

As the authorized representative of the above named group/organization, I hereby request the use of the Oak Park River Forest Museum facility as indicated and agree to the fulfillment of regulations and payments governing the use of these facilities as outlined in the Facility Rental Policy. I agree to personally coordinate and supervise the use of the facility to include set up, deliveries and cleanup. I also agree that I am responsible for the action of anyone attending my event.

Signature

Date

NOTE: Approved caterers include the following: Angie's Pantry, Cucina Paradiso, Opportunity Knocks, Starship Subs

FOR OPRF Museum STAFF USE:

\$100 Security Deposit received with this application. Check ___ Cash ___ Credit ___

CARD # _____

EXP DATE _____ CV CODE _____ BILLING ZIP CODE _____

SIGNATURE _____

DATE _____

RENTAL FEE: ___ Hours x \$ ___/hour = \$ _____

PAYMENT: Check ___ Cash ___ Credit ___

CARD # _____

EXP DATE _____ CV CODE _____ BILLING ZIP CODE _____

SIGNATURE _____

DATE _____

Staff may book rental events and/or reserve dates under this policy upon consultation with the Executive Committee, which should review all applications. The Executive Committee has the authority to waive or reduce fees or deviate from this written policy on a case-by-case basis.

(Question about liability insurance has yet to be answered.)